

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8110.96

2/08/01

Cancellation
Date: 2/08/02

SUBJ: REQUESTING CONFORMITY INSPECTIONS AT A SUPPLIER OUTSIDE A
GEOGRAPHIC AREA

1. PURPOSE. This notice describes a method for requesting conformity inspections at a supplier outside the geographic area of a requesting Manufacturing Inspection District Office (MIDO), Certificate Management Office (CMO), or Manufacturing Inspection Satellite Office (MISO). This method allows a Project MIDO, CMO, or MISO to directly contact a Federal Aviation Administration (FAA) designee in another geographic MIDO, CMO, or MISO area. Direct contact with a designee reduces the administrative task of processing FAA Form 8120-10, Request for Conformity (RFC), at the geographic MIDO, CMO, or MISO.

2. DISTRIBUTION. This notice is distributed to the Washington headquarters branch levels of the Aircraft Certification Service and to the Office of Aviation Systems Standards; to the branch level in the Aircraft Certification Directorates; to all Manufacturing Inspection Offices; to all Aircraft Certification Offices; to all Manufacturing Inspection District and Satellite Offices; to all Certificate Management Offices; to all Certificate Management Units; to the Aircraft Certification Branch at the FAA Academy; and to the Brussels Aircraft Certification Division.

3. DEFINITIONS.

a. Geographic Area. The geographic area for which a MIDO, CMO, or MISO has responsibility over.

b. Geographic MIDO, CMO, or MISO. The FAA office having responsibility of the geographic area where a conformity inspection will be accomplished.

c. Project MIDO, CMO, or MISO. The FAA office requesting a conformity inspection at a supplier facility located outside the Project MIDO's, CMO's, or MISO's geographic area.

4. DIRECT DELEGATION. Direct delegation allows the Project MIDO, CMO, or MISO to communicate directly with a designee in another geographic area instead of processing the RFC through the geographic MIDO, CMO, or MISO. This procedure is limited to domestic use and applies only to RFC's that are submitted to the Project MIDO, CMO, or MISO. The following steps are performed when directly delegating a conformity inspection to a designee:

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A-FAC-0 (ALL); AMA-220;
AFS-600 (3 copies); AEU-100

Initiated by: AIR-100

a. Form 8120-10 defines the conformity inspection requirements. Upon receipt of the RFC from the Aircraft Certification Office or the Designated Engineering Representative (DER), the Project MIDO, CMO, or MISO will determine if the conformity inspection is to be performed by a designee outside their geographic area. If the RFC is outside the geographic area of the Project MIDO, CMO, or MISO, the geographic MIDO, CMO, or MISO will be contacted by telephone to identify an appropriate designee to support the RFC. Follow step (1) or (2) below for delegating an RFC to a designee.

(1) If the designee is a Designated Manufacturing Inspection Representative (DMIR), the Project MIDO, CMO, or MISO will contact the geographic MIDO, CMO, or MISO to obtain the name of the supplier DMIR, the phone number and fax number. The Project MIDO, CMO, or MISO will contact the supplier DMIR to determine availability. If the supplier DMIR is available, the appropriate DMIR information will be documented on Form 8120-10 for direct delegation.

(2) If a supplier DMIR is not available, a Designated Airworthiness Representative (DAR) should be used. The applicant or supplier may select a DAR and provide the name, phone number, and fax number of the DAR to the Project MIDO, CMO, or MISO. The applicant or supplier can obtain a list of approved DAR's by contacting the geographic MIDO, CMO, or MISO in the area where the conformity inspection is to be performed. After DAR selection, the appropriate DAR information will be documented on Form 8120-10 for direct delegation.

NOTE: Before delegating a RFC to a DAR in another geographic area, the Project MIDO, CMO, or MISO must communicate with the geographic MIDO, CMO, or MISO to make sure the selected designee is qualified to perform a particular type of conformity inspection and to ensure there are no designee management issues with a selected designee.

b. The Project MIDO, CMO, or MISO will provide an INFORMATIONAL ONLY copy of the RFC to the geographic MIDO, CMO, or MISO (e.g., cc: mail or fax) PRIOR to the supplier conformity inspection.

5. If direct delegation to a designee in the geographic MIDO, CMO, or MISO area is not available, the Project MIDO, CMO, or MISO should request the assistance of the geographic MIDO, CMO, or MISO.

6. CONFORMITY INSPECTION RESULTS. At the completion of the conformity inspection, the designee will document the inspection results, and any issues or findings on the FAA Form 8100-1, Conformity Inspection Report. The designee should also contact the Project MIDO, CMO, or MISO, DER, or ASE for proper resolution of any issues or findings. After inspection closure, the designee will forward the original Form 8100-1 and FAA Form 8130-9, Statement of Conformity, and a copy of the FAA Form 8130-3, Airworthiness Approval Tag, to the Project MIDO, CMO, or MISO. The designee will also provide copies to the geographic MIDO, CMO, or MISO as requested for designee management purposes.

7. DESIGNEE RESPONSIBILITIES. Designees will maintain records of their activities while supporting a RFC and provide these records to the MIDO, CMO, or MISO having designee oversight responsibility for subsequent input into the Manufacturing Inspection Management Information System summary report.

8. This notice has been reviewed by and coordinated through the Production and Airworthiness Division, AIR-200. This notice will subsequently be incorporated into FAA Order 8110.4, Type Certification.

/S/

David W. Hempe
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